

RMS – Editing Postings

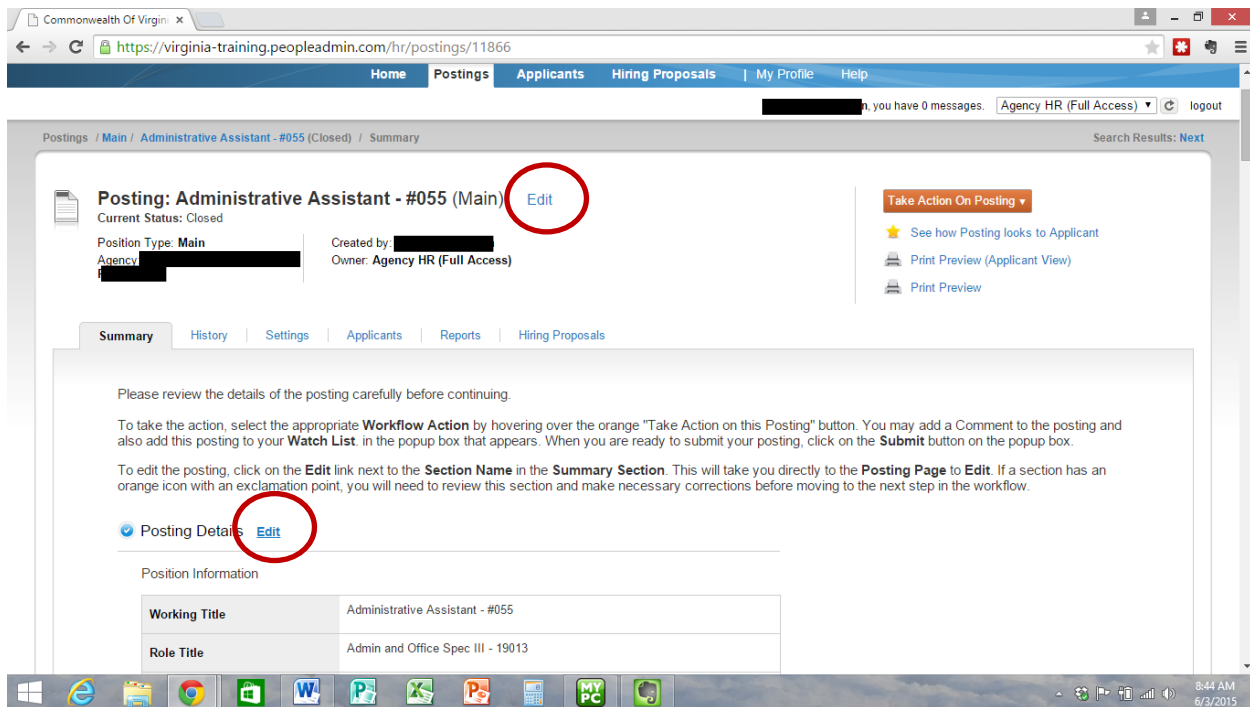
When editing postings in the upgraded RMS (PeopleAdmin 7), it is important to ensure that the posting is correctly “re-posted” to the RMS once the edits are completed. The steps below outline the process for editing and “re-posting” a job posting.

Note: When editing and “re-posting” job postings, the changes will immediately be effective in the upgraded RMS (PeopleAdmin 7). However, changes to job postings will appear in the postings that are aggregated in the HUB the following day. So, if edits are made at noon on Tuesday, the edits will appear immediately in the upgraded RMS and will appear on Wednesday in the HUB.

For a reminder of what the HUB is and how it works, click [here](#).

Step 1: Editing A Job Posting

To edit a job posting, pull up the job posting from the Postings (Main) tab at the top of the screen. When the posting is open, select **Edit** next to the posting job title to edit the entire posting or select **Edit** at each posting section to edit that specific posting section.



Commonwealth Of Virginia | [https://virginia-training.peopleadmin.com/hr/postings/11866](#)

Home | **Postings** | Applicants | Hiring Proposals | My Profile | Help

Postings / Main / Administrative Assistant - #055 (Closed) / Summary

Posting: Administrative Assistant - #055 (Main) [Edit](#)

Current Status: Closed

Position Type: Main
Agency: [Redacted]

Created by: [Redacted]
Owner: Agency HR (Full Access)

Take Action On Posting

- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

Summary | History | Settings | Applicants | Reports | Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

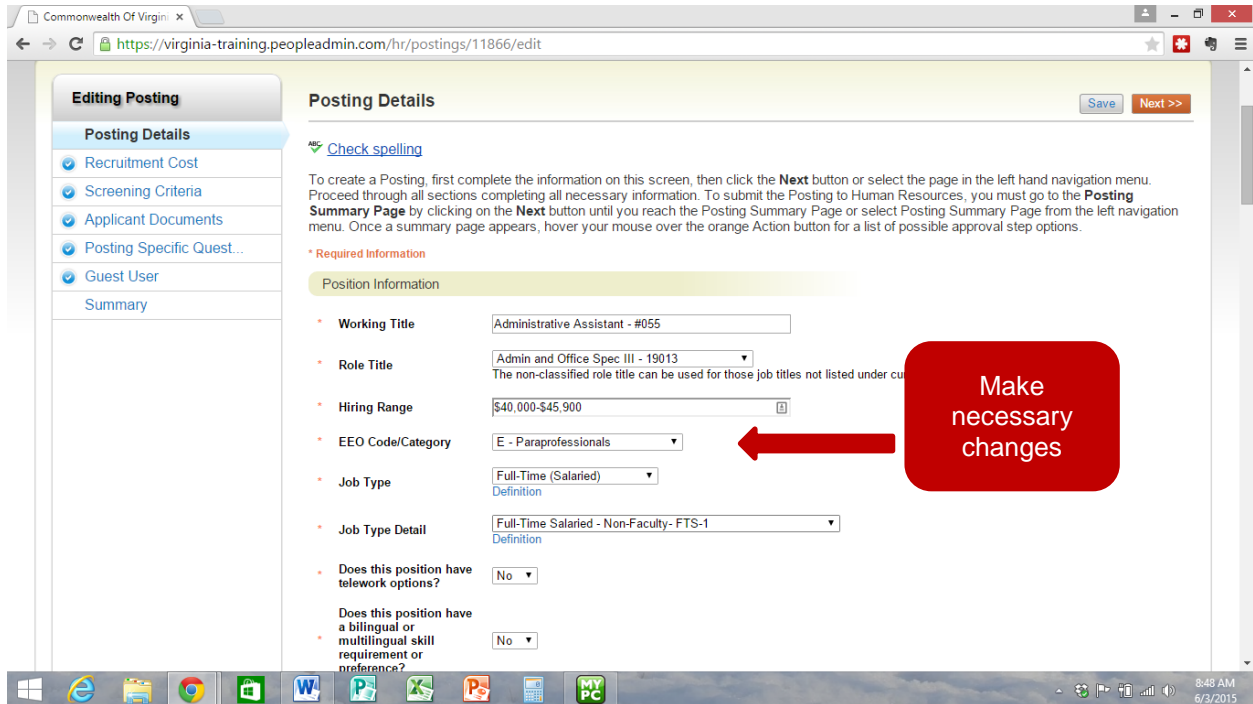
Posting Details [Edit](#)

Position Information

Working Title	Administrative Assistant - #055
Role Title	Admin and Office Spec III - 19013

RMS – Editing Postings

Then, make the necessary changes in the appropriate posting fields.



Commonwealth Of Virginia | <https://virginia-training.peopleadmin.com/hr/postings/11866/edit>

Editing Posting

Posting Details

[Check spelling](#)

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

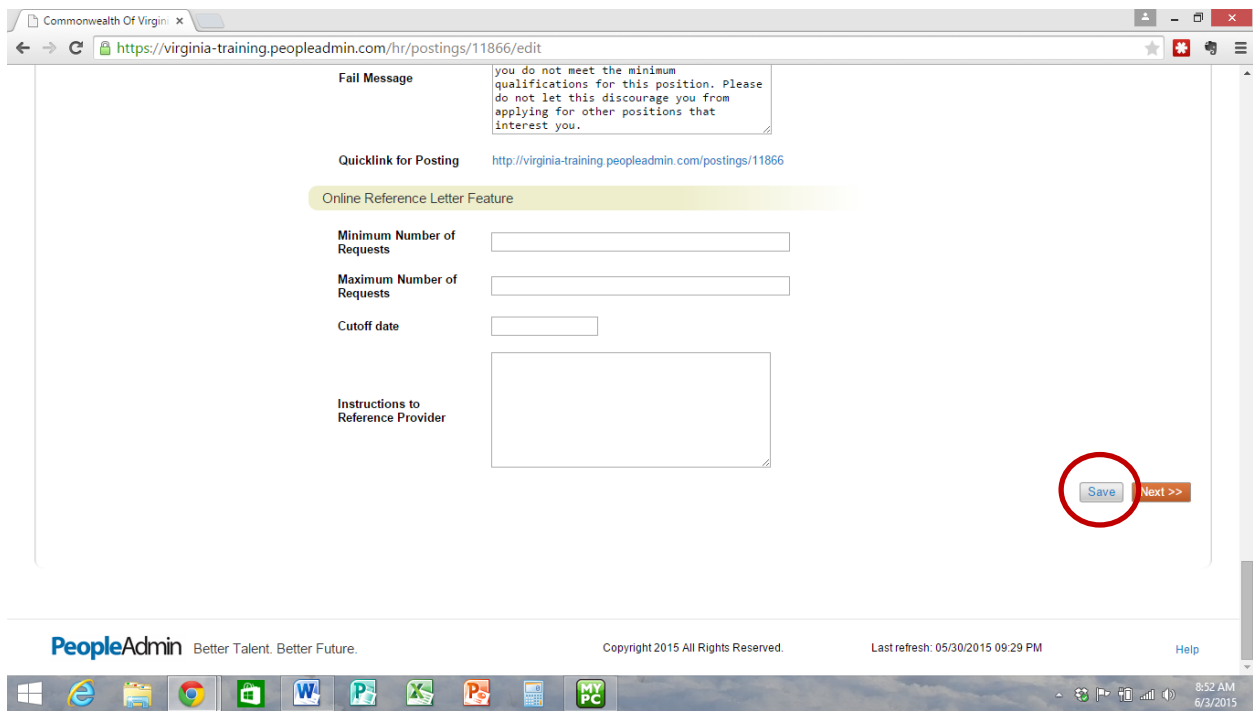
*** Required Information**

Position Information

- Working Title**: Administrative Assistant - #055
- Role Title**: Admin and Office Spec III - 19013
The non-classified role title can be used for those job titles not listed under current titles.
- Hiring Range**: \$40,000-\$45,900
- EEO Code/Category**: E - Paraprofessionals
- Job Type**: Full-Time (Salaried)
[Definition](#)
- Job Type Detail**: Full-Time Salaried - Non-Faculty- FTS-1
[Definition](#)
- Does this position have telework options?**: No
- Does this position have a bilingual or multilingual skill requirement or preference?**: No

Make necessary changes

When the changes have been made, select **SAVE** to save the changes. Then, select **SUMMARY** on the left-hand menu to view the updated posting.



Commonwealth Of Virginia | <https://virginia-training.peopleadmin.com/hr/postings/11866/edit>

Fail Message: you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Quicklink for Posting: <http://virginia-training.peopleadmin.com/postings/11866>

Online Reference Letter Feature

Minimum Number of Requests:

Maximum Number of Requests:

Cutoff date:

Instructions to Reference Provider:

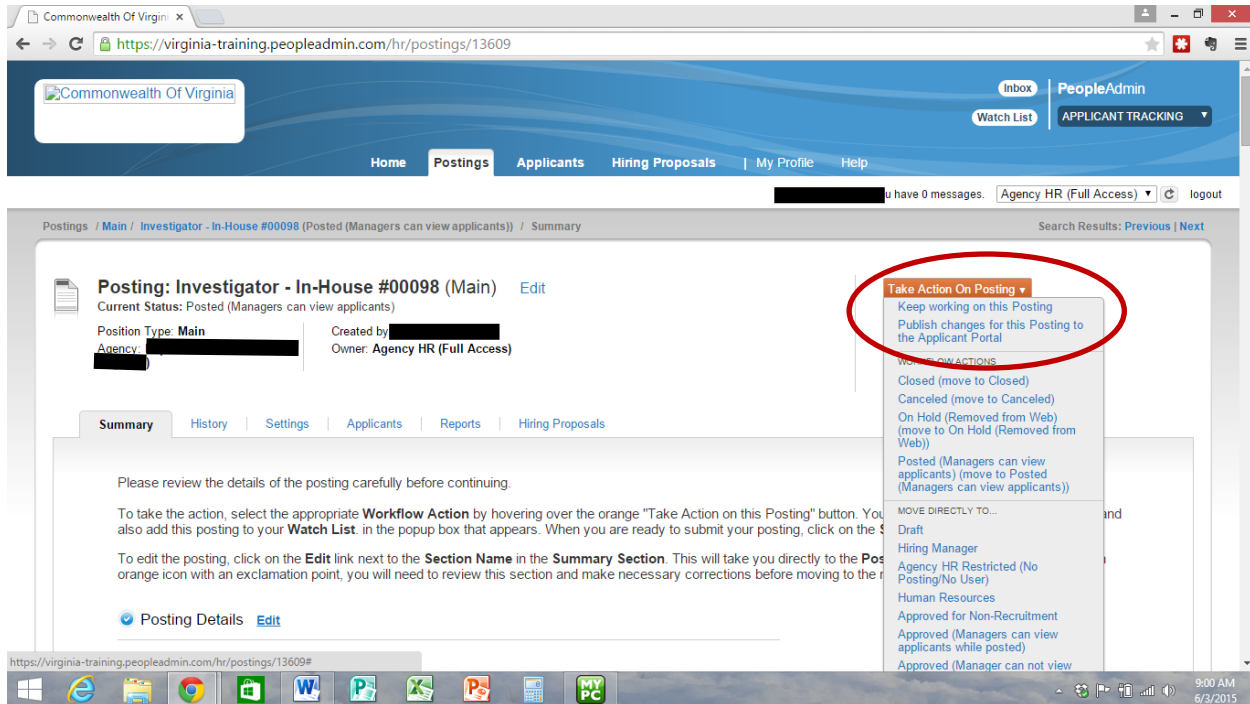
Save **Next >>**

PeopleAdmin Better Talent. Better Future. Copyright 2015 All Rights Reserved. Last refresh: 05/30/2015 09:29 PM Help

RMS – Editing Postings

Step 2: “Re-Posting” An Edited Job Posting

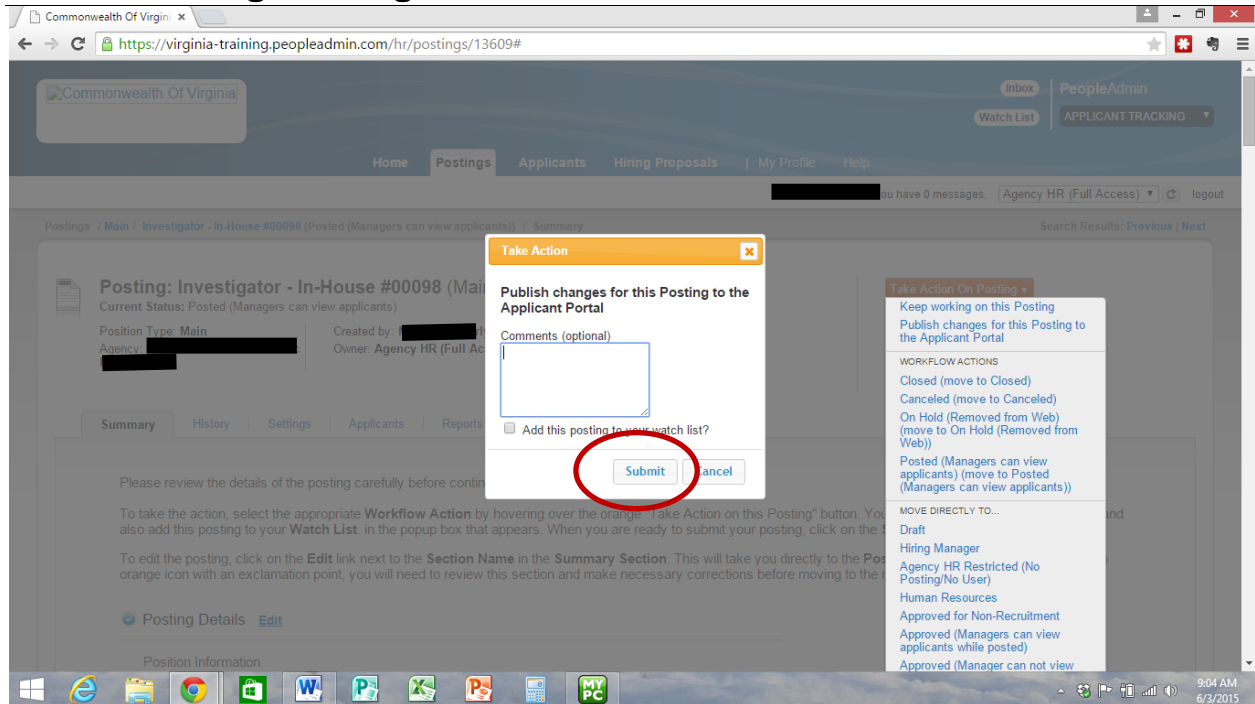
Once the posting has been edited, you will need to “re-post” the posting to ensure the changes are visible to applicants. From the **TAKE ACTION ON POSTING** drop down menu on the right, select **PUBLISH CHANGES FOR THIS POSTING TO THE APPLICANT PORTAL**.



Then, select **SUBMIT**.

Now, the edits will be visible to applicants on the upgraded RMS (PeopleAdmin 7) site. However, remember that the edits will not be visible on the HUB until the next day.

RMS – Editing Postings



The screenshot shows the PeopleAdmin web application interface. The main content area displays the details for a posting titled "Posting: Investigator - In-House #00098 (Main)". The current status is "Posted (Managers can view applicants)". The position type is "Main" and the agency is "Main". The owner is "Agency HR (Full Access)".

A "Take Action" dialog box is open in the center of the screen. It contains the following text:

- Take Action** (with a close button)
- Publish changes for this Posting to the Applicant Portal**
- Comments (optional): [Text input field]
- ☐ Add this posting to your watch list?
- Submit** (circled in red) and **Cancel** buttons.

On the right side of the dialog box, there is a "Take Action On Posting" dropdown menu. The menu is open, showing the following options:

- Keep working on this Posting
- Publish changes for this Posting to the Applicant Portal
- WORKFLOW ACTIONS
 - Closed (move to Closed)
 - Canceled (move to Canceled)
 - On Hold (Removed from Web) (move to On Hold (Removed from Web))
 - Posted (Managers can view applicants) (move to Posted (Managers can view applicants))
- MOVE DIRECTLY TO...
 - Draft
 - Hiring Manager
 - Agency HR Restricted (No Posting/No User)
 - Human Resources
 - Approved for Non-Recruitment
 - Approved (Managers can view applicants while posted)
 - Approved (Manager can not view)

The bottom of the screen shows the Windows taskbar with various application icons and the system clock displaying 9:04 AM on 6/3/2015.